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ABSTRACT

The Budapest Training Technology Centre (BTTC) grew out of a 1990 agreement calling for Great Britain to help Hungary develop and implement open and flexible training methods and technology-based training to support the labor force development and vocational training needs resulting from Hungary's transition to a market economy. The BTTC would be a nonprofit organization established jointly by the Budapest local government and British Ministry of Labour. Its main tasks would be as follows: collect all available open, distance, and flexible learning materials and make them available to everyone interested; give up-to-date information on available materials via a periodic newsletter; operate a demonstrating multimedia center; translate and adapt foreign multimedia materials; develop and produce new multimedia materials; provide regular training for trainers; and support educational activities in various schools and industrial training departments. The following would be the BTTC's target areas: secondary education and vocational training, retraining, language training, educational support of small ventures, and academic postgraduate training. The BTTC would build strong links with the media centers participating in the World Bank project and with the 61 schools connected to it. Comprising the BTTC's operational structure would be a media-producing department, service department for media production, and training department. (MN)

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BUDAPEST TRAINING TECHNOLOGY CENTRE

The background:

The heads of the Government Institute of Wages and Labour and the British Department of Employment signed an agreement in 1990 to work out a collective co-operation proposal to be financially sponsored by the Know How Fund. The co-operation would help the Hungarian application of open and flexible training methods and technology based training in order to support the labour-power training needs and the vocational training needs of the change over to a market economy. The intention of carrying out the cooperative duties together was reconfirmed by Minister Gyula Kiss during his visit to England in 1991.

1. The goals of the co-operation are:

- The support of the Hungarian government with some advice on the application of open and flexible learning systems and technology based training in order to satisfy the training needs of the change over to a market economy.
- The establishment of an Open Learning Centre and a training network.
- The transfer of training materials that properly demonstrate the effective use of open and flexible learning methods and technology based training, and also which can be used according to the Hungarian training needs in the vocational areas marked by the Hungarian party.
- The collective development of training packages.
- The training of the developer, producer and user staff, the transfer of the technological know how.

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II. The establishment of contacts that will be achieved through working out, organising and carrying out the following programs and tasks:

1. The study-tour of three Hungarian experts in Great Britain, their introduction to open and flexible learning systems and technology based training systems, to study existing development and user experience.
2. The organization of an Open Learning Conference and presentation in Budapest.
3. The determination of the areas of the vocational training and retraining systems, where open and flexible learning methods and technology based training could be used in Hungary too, for which the English training packages could be adapted.
4. Co-operative development and adaptation of training materials and training packages which could later serve as samples for the development and production of domestic training packages.
5. The transfer of the new training technologies to domestic experts, developers, producers, advisors, to those teaching in the training system and to those who are users of it.
6. Establishment of an Open Learning Centre in Hungary, which would be suitable for the demonstration of existing training materials, for the development and production of training materials, for the continuous training of trainers and users, and which would also serve as the first member of the later network.

In order to realize the outlined plans we have set ourselves the task to establish a multimedia centre to support the Hungarian vocational training and which would produce and spread the most up-to-date training media that are used nowadays. This training method - which has seldom been used in Hungary thus far - is the so-called flexible learning which we think the best form is to meet the current economic and training claims.

In connection with the establishment of the centre it seemed quite logical to connect the establishment of the National Media Centre (defined in the World Bank project and won as a tender by the Pedagogical Institute of Budapest = PIB) with the development project supported by the Know How Fund. The first common outcome of the two projects has been the establishment of the Budapest Training Technology Centre (whose duties range all over the country).

III. The establishment structure of the Budapest Training Technology Centre:

- According to the plans, the Centre would be a non-profit organization, set up jointly by the Local Government of Budapest and the Ministry of Labour.
- The founding parties will establish the Centre's central supervisory body, the monitoring board (with a number of 7 members), to which the Ministry of Labour and the Local Government will delegate 3 members each. They will also commission an independent president to head the monitoring board.
- The Local Government of Budapest will provide the necessary building for the establishment of the centre, will pay for its conversion and furnishing it.
- The Ministry of Labour, connecting the on-going World Bank project with the Know How Fund support, will provide the necessary equipment for the operation of the Centre. (Most of the hardware needs would be funded within the World Bank project. Some of the hardware and most of the software purchases, their adaptations, the training of trainers, the further training and study visits of the would-be staff would be financed with the help of the Employment Department, using the financial support of the Know How Fund.
- The Hungarian adaptation of different types of multimedia materials will start before the final establishment of the Centre, firstly to experience the correct methods, secondly to be able to begin the "training of trainers" type of training. The Ministry of Labour provided financial resources to begin the adaptation of teaching materials in the year 1991.

IV. The tasks of the multimedia centre:

- Collects all available open learning, distance learning and flexible learning materials, and makes them available for everyone interested.
- Gives up-to-date information on the available materials via publishing a periodic newsletter, publishes pedagogical and methodical studies concerning the multimedia materials.
- Operates a demonstrating multimedia centre, where interested parties can examine and use every material using the hardware devices found there.
- Translates and adapts foreign multimedia materials (programmed books, interactive audio, classical linear video, computer based training (CBT), interactive video).
- Develops and produces new multimedia materials.
- Provides regular training for trainers.
- Supports the educational activities going on in various schools, high schools, industrial training departments, etc.

V. Target areas:

- Secondary education and vocational training.
- Retraining (distance training, retraining of unemployed, post-school training).
- Language training.
- Educational support of small ventures.
- Academic post-graduate training.

VI. The communication system of the Multimedia Centre

Originating from the above outlined organizational construction the Centre will build strong links with the media centre(s) taking part in the World Bank project, and also with those 61 schools that connect to the project.

(The aim of the World Bank project is to put Hungarian vocational training on a new foundation, to develop and test the curricula, books and training media of the new form of vocational training.)

The centre wishes to establish close relations with universities and higher educational institutes training technical pedagogues. The students studying in these institutes can be introduced to the available media during training; thus the students graduating from these institutes will already be able to use them.

The training materials developed here can also be used in the retraining of unemployed which is coordinated by the Ministry of Labour.

In order to support small ventures with media, the Centre would like to establish relations to the National Union of Entrepreneurs and to all those organizations that take part in the educational activities of the targeted area.

The Centre wishes to establish relations to all the big companies, that need the training and retraining of their employees in connection with the changes taking place today.

Through further enlargement of the current foreign (mostly British) connections we should like to get in touch with institutes having similar functions and also provide regularly updated information both to Hungarian users and foreign visitors. We should also like to build up a direct connection between certain types of Hungarian users and the matching foreign partners.

VII. The operational structure of the Media Centre:

The operation of the Centre can be broken down into three, well definable parts:

1. Media producing department:

This group comprises the staff carrying out creative activities (training needs analyst, project manager, program designer, program and graphics designer, film director, etc.) who carry out the realization of individual projects starting from the original ideas until shipment to customers. Staff working here would form individual teams (involving also staff from other departments of the Centre, and also colleagues from outside the Centre) for the duration of a certain project, they would create plans dealing with all stages of production, and would agree the personal responsibilities concerning each activity. The head of the team is the project manager, who directs the project with full responsibility.

2. Service department for media production:

This department comprises all the individual groups, that (could) co-operate in every project, such as:

- Video studio (with reproduction facilities)
- Audio studio (with reproduction facilities)
- Team of Programmers
- Interactive Video (IV) development department
- DTP group

3. Training department:

This department carries out all activities involved in getting individual training materials to users. The department comprises two parts:

- Media base (would hold all the training materials of the Media Centre in a library-like manner).
- Training rooms (capable of holding a group of 10-15, also capable of holding 2-3 smaller groups in separate areas, where one piece of each type of hardware configuration would be at the disposal of the users).

VIII. The tasks of the training department:

The Media base, as well as the demonstration and teaching rooms, should always be able to welcome visitors.

The media base has to be available for the public at given times. During these, a 'librarian' has to be present all the time who can give expert help on the use of each type of equipment and the materials. (Not about the contents of the different eg. financial, electrotechnical, etc. materials, but about their use and handling).

The media base has to be able to welcome visitors at any time even out of public hours in case of previous registration or following an agreement during a spontaneous visit.

Organising of demonstrations according to the projects' needs. A project manager could for example request a demonstration at a specific time, a demonstration at a specific site (also abroad), test training for a project, standard training, participation at an exhibition, installation of our material at the user's location, and so on. The department's task is to service these requirements at the given date and time, at the given location with the given usable equipment and materials, with demonstration/training personnel if needed, with organizing (including also the scheduling of courses, the booking of exhibition sites, and the administrative work concerned with the exhibition), with complete service (from brochures to visitors' cards).

Follow-up of courses: processing the opinions of students who have completed individual courses, or who have for any reason stopped a course, screening their professional after-life, informing them about new courses and developments concerning their areas of interest.

Revision of produced materials (CAL, CBT, interactive audio, interactive video or any other) from a pedagogical aspect (involving in-house experts or experts from outside the Centre, in agreement with the project manager).

Organising courses based on the training materials developed, translated, or adapted in the Centre. This comprises:

- course contents,
- training manuals,
- student's and teacher's support materials
- admission and examination requirement systems,
- publicity materials about produced courses,
- possible demonstration versions of the training.

The organisation of the working out of contents, and of the development of student's and teacher's support materials for teachers' courses and developing-training courses, as agreed with the project manager.

The topics of these courses are as follows:

- user's knowledge for individual training packages,
- open learning training for trainers and tutors and extension training,
- selecting training materials and courses (managers' course),
- how to organise open learning courses,
- design of open learning materials,
- development of training materials using authoring systems,
- methodology of open learning.

Observation of the press, publications, and events concerning Hungarian open learning activities.

Organisation of the constant extension training of the Centre's creative staff (in-house or outside the Centre) in the fields of pedagogy and open learning methodology.

The administration of all the above activities including the documentation of course students and contracts.